

## GRIT Development and Production Process

Revised October 2025

### 1. Staff vs. Volunteer (editor) page responsibilities

- a. The editor/layout editor (volunteers) work closely with an SHHA office staff assigned to GRIT production as the GRIT Staff Assistant.
- b. The GRIT contains staff-designed pages and volunteer-designed pages. Each new volunteer or staff member working on The GRIT needs to be clear on which pages each is composing. The number of staff pages depends heavily on the number of paid advertisements, which can vary throughout the year. The number of volunteer pages is 16 minus the number of staff pages. Each time the staff receives The GRIT layout from volunteers prior to publication, they should double check that they have received the correct number of pages from the volunteers and that no pages are missing or duplicated.
- c. Staff pages: As of August 2025, pages 4, 5, 6, 9, 10, and 13 are staff-designed pages, filled primarily with advertising.
  - i. One of the staff-designed pages includes
    1. the monthly calls to Sandia Heights Security Patrol
    2. Announcements and Notices
  - ii. For advertising pages, the ads rotate monthly through the advertising pages, so as to be fair to all the advertisers. Historically, the staff has had a table showing the intended rotation of ads by page throughout the year. The ads are never supposed to show up on the same page/page position two months in a row.
  - iii. Most of the staff pages are designed in Adobe Acrobat.
- d. Volunteer pages: Pages 1, 2, 3, 7, 8, 11, 12, 14, 15, and 16 (back page) are volunteer-designed pages, filled primarily with written articles and photographs submitted by volunteers and residents.
  - i. These pages are designed mostly in Word and are converted to PDF later by the staff and/or printer.
  - ii. The front page typically varies in color scheme each month, with the sidebar and top divider bar in colors chosen by the layout volunteer.
    1. The sidebar lists:
      - a. All SHHA officers and their resident unit numbers.
      - b. All SHHA board members and their resident unit numbers
      - c. All SHHA Committees and Chairs

- d. Name of current editor
    - e. Titles and names of SHHA office staff
    - f. SHHA office address and office hours, phone number, website URL, and email address
  - iii. Regular monthly features in the volunteer pages currently include
    - 1. monthly letter from the President (first page)
    - 2. near-monthly Board Notes
    - 3. list of ACC projects
    - 4. list of CSC actions
    - 5. Community Events bulletin board
  - iv. ACC and CSC tables: The data for these tables is collected by the staff, but the volunteers are responsible for finding appropriate space in the volunteer pages to put the tables. Whether staff or volunteers enter the data into the blank tables left by the layout volunteer has historically varied and depends on the relative comfort level of the staff/volunteers in manipulating tables in Word. Note: If there are too many ACC projects for the space available, it is permissible to save the later ones for the following issue, since the caption indicates the listed projects are new "since the last GRIT" without fixed dates attached.
2. **Advertising Pages:** Although called the "advertising pages", in addition to paid advertising, these pages also incorporate other non-advertising content that is provided by the office staff GRIT production assistant ( as noted above n 1.c.):
- a. Calls to Sandia Heights Services Security Patrol
  - b. Announcements and notices. The content and their text boxes are provided by the office staff GRIT production assistant
3. **NOTE: Advertising contracts:**
- a. Staff administers advertising and contract renewal with review by editor
  - b. Any new advertisers and any changes/additions/subtractions to advertising will be reviewed by the editor
  - c. Advertising contracts will be renewed at on/about Oct 1 each year, and any changes reviewed by the editor
4. **Content Collection**
- a. By the 10<sup>th</sup> of the month preceding publication or the preceding Friday if the 10<sup>th</sup> falls on a weekend, articles for the GRIT must be submitted to the editor by close of business. The editor is responsible for obtaining content for the issue including an appropriate photo for the "back page" (p. 16)
  - b. Any proposed articles that pertain to subject matter relevant to a Standing Committee ( CSC, ACC, Exec) must be approved by the appropriate committee

chair or the BOD president. The editor will not accept such articles unless/until the relevant committee chair has approved them.

- c. As of Sept 2025, the GRIT consists of 16 pages. Because of the existence of the printed copy, the GRIT can only be increased or decreased by a folio ( 4 pages)
5. **Content processing/publication:** (note: the dates of the timeline below may change depending on weekend placement and holidays in each month because, to assure a timely release, the final pages must be sent to the printer **4-5 working** days before the EOM.)
  - a. The content collected by the editor will be submitted to the layout volunteer editor as soon as possible after the 10<sup>th</sup> of the month, no later than the 13<sup>th</sup>.
  - b. Content is formatted based on the approved layout for the GRIT (separate doc) and edited and proofed by the editor/layout editor.
  - c. The formatted GRIT draft (excluding the advertising pages, which are handled by the SHHA office GRIT assistant) will be submitted to the Comm. & Pub. Committee for further editing no later than the 16<sup>th</sup> of the month. Three business days will normally be allowed for this process. All edits will be sent to the editor & layout editor. The editor's opinion on edits will be the final opinion.
  - d. The final draft will be submitted to the Board of Directors (BOD) secretary (as the representative of the BOD Exec. Comm) for further edits/approval no later than the 20th of the month. The editor will normally allow 2 business days for the approval. If the BOD secretary is not available, the GRIT will be submitted to the BOD VP.
  - e. The final draft of content will be sent to the SHHA staff GRIT assistant to merge with the advertising pages no later than the 22nd. As noted above, to assure a timely release, the final pages must be sent to the printer **4-5 working** days before the EOM.
  - f. The final draft of the content will also include:
    - i. A summary of the GRIT for posting on the website along with the GRIT issue (this is used for scanning associated with the index to the GRIT archives)
    - ii. A "teaser" introduction for the email accompanying the link to the online GRIT
    - iii. These two items are written by the editor or layout volunteer as agreed
  - g. The SHHA staff GRIT assistant will have the other office Staff review the GRIT before sending it to the printer.

- h. When the final proof is obtained from the printer by the SHHA assistant, the editor and /or SHHA office staff will review a final time
- i. The printer will print the GRIT in B&W and send it to the P.O. for delivery during the first week of the month
- j. The electronic color version of the GRIT will be released at 9:45 AM on the first day of the month via an emailed link with the “teaser” content.
  - i. The SHHA office GRIT assistant is responsible for setting up the release of the email
  - ii. As noted above, the editor is responsible for writing the content of the email announcing “*The GRIT* is ready for viewing”, which includes a “teaser” of some of the contents of that month’s issue
- k. The electronic GRIT will be posted on the website at the same time as the release of *The GRIT*
  - i. The SHHA office staff GRIT assistant is responsible for posting the monthly pdf of the GRIT to the website.